**Letter - Notice of Redundancy**

[Date]

[Name]

[Address]

[Address]

[Address]

[Postcode]

Dear [Name]

**Notice of termination of employment**

Further to our meeting on XXX, it is with regret that I am writing to confirm your present role with the xxxEMPLOYERS NAMExxx is redundant.

As you know, we have explored ways in which your redundancy could be avoided, and the possibility of alternative employment. Unfortunately we have not been able to identify an alternative way forward in which your redundancy could be avoided.

xxxEMPLOYERS NAMExxx is therefore serving notice to terminate your employment, in accordance with your contract of employment. You are entitled to XXX months’ notice. It has been agreed that your last day of work will be XXX and that your employment will terminate by reason of redundancy on XXX.

Following termination of your employment, you will receive:

* Pay in lieu of any accrued but unused holiday entitlement. This payment will be subject to income tax and National Insurance contributions in the usual way. If you have taken more holiday than your pro-rated entitlement for the holiday year to the date of termination then the xxxEMPLOYERS NAMExxx will deduct an appropriate amount from your final salary payment.
* An enhanced redundancy payment, which has been calculated as the equivalent as six months pay. This payment will be free of income tax and National Insurance contributions.

You must submit your final expenses claim by XXX and return all xxxEMPLOYERS NAMExxx property (including any documents) to me by XXX.

Information about your rights under the pension scheme, of which you are a member, can be obtained from the XXX.

We very much regret that it has become necessary to make you redundant. I would like to thank you for all your hard work and wish you all the best for your future.

Yours sincerely,[Managers Name]